

Retention and Classification Report

Agency: Department of Public Safety. Driver License Division (298)
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Records Officer John Fairbanks

18120	Assessment lists/tax commission applications
84587	Drivers license backup fiche
83733	Drivers license purge fiche alphabetical
01863	Examiner training manuals
02259	License suspension hearings minute book
27306	Medical and visual statement files

AGENCY: Department of Public Safety. Driver License Division

SERIES: 18120

3

TITLE: Assessment lists/tax commission applications

DATES: 1933-1936

ARRANGEMENT: Chronological by date of application.

DESCRIPTION:

This series contains assessments paid by individuals applying for a driver's license. Information includes names, dates of application, home addresses, amounts paid, return numbers, and remarks.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1933 through 1936.
Retain in State Archives permanently.

APPRAISAL:

Administrative Fiscal Historical

These records may have had administrative and fiscal value at one time. Currently, they have historical value as they document the names of individuals applying for driver's licenses, the assessment process, and the amounts paid by individuals applying for a driver's licenses in the 1930s.

AGENCY: Department of Public Safety. Driver License Division

SERIES: 84587

3

TITLE: Drivers license backup fiche

DATES: 1987-

ARRANGEMENT: Alphabetical by surname of licensee

DESCRIPTION:

These records are produced monthly by the Drivers License Division for use as a backup if the agency's computer system fails. Additionally, they are used by the agency for mobile centers which are not able to be on-line with the agency computer. Information includes name, date of birth, license number and class, restrictions codes, validity of license, expiration date, and batch number. This is not the record required to be public by UCA 41-2-119(1).

RETENTION:

Retain 1 month after updated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Tape Library until updated and then transfer to State Records Center. Retain in State Records Center for 1 month and then destroy.

Computer output microfiche duplicate: Retain in Office until updated and then destroy.

AGENCY: Department of Public Safety. Driver License Division

SERIES: 84587

TITLE: Drivers license backup fiche

(continued)

APPRAISAL:

Administrative

This COM file is utilized by personnel in Drivers License only.

AGENCY: Department of Public Safety. Driver License Division

SERIES: 83733

3

TITLE: Drivers license purge fiche alphabetical

DATES: 1987-

ARRANGEMENT: Alphabetical by driver surname

DESCRIPTION:

These records list persons purged from the Utah Drivers License master lists. The records are maintained to document driver histories in case future applications for a license are made. Information includes name, date of birth, sex, eye color, address, height, weight, restrictions, medical information, license issue and expiration dates, license type, Social Security number, and elements of driving history, such as traffic violations.

RETENTION:

Retain until updated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Tape Library until updated and then destroy.

Computer output microfiche duplicate: Retain in Office until updated and then destroy.

AGENCY: Department of Public Safety. Driver License Division

SERIES: 83733

TITLE: Drivers license purge fiche alphabetical

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. For those records which fit the statutory definition UCA
63G-2-304 (1991)

AGENCY: Department of Public Safety. Driver License Division

SERIES: 1863

3

TITLE: Examiner training manuals

DATES: 1969-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These training manuals are used by individuals studying to be a drivers license examiner.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Driver License Division

SERIES: 2259

3

TITLE: License suspension hearings minute book

DATES: 1954-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Transcripts of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. May include audio and video recordings if minutes are not taken.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Department of Public Safety. Driver License Division

SERIES: 2259

TITLE: License suspension hearings minute book

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Controlled. Records which fit the statutory definition, UCA 63G-2-304 (2008)

AGENCY: Department of Public Safety. Driver License Division

SERIES: 27306

3

TITLE: Medical and visual statement files

DATES: 1978-

ARRANGEMENT: Numerical by driver's license number.

DESCRIPTION:

This series contains the Functional Ability Evaluation medical forms and the Certificates of Vision sent by health care professionals evaluating their patients' functional ability to drive. All applicants for driver's licenses must complete a health questionnaire as part of the normal licensing process. If significant health problems are identified, applicants are required to take the medical and/or visual statement forms to their health care professionals. Based on the completed forms, the Driver License Division may issue a license with or without limitations or deny a license when acceptable medical or vision standards are not met. Information includes names, birth dates, addresses, contact numbers, health conditions, and health care providers' names and places of business.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until imaged and quality checked and then destroy.

Digital image: Retain in Office for 10 years and then delete.

AGENCY: Department of Public Safety. Driver License Division

SERIES: 27306

TITLE: Medical and visual statement files

(continued)

APPRAISAL:

Administrative Legal

These records document the administration and management of the functional ability evaluation program. The records also have legal value as they are required by UCA 53-3-303.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(b), (j)((i)(ii)(iii)(A), and (2)(d) (2009)